ORANGE COUNTY

DEPARTMENT OF PLANNING AND ZONING

COMMUNITY DEVELOPMENT 128 WEST MAIN STREET ORANGE, VIRGINIA 22960



OFFICE: (540) 672-4347 FAX: (540) 672-0164 <u>orangecountyva.gov</u>

TEMPORARY USE PERMIT APPLICATION

Applicant Nan	ne:	Phone:	
Mailing Addre	ess:		
Email Address	S:	□ N/A	
		ndowner or with his/her permission. If Applicant is not the Landowner, attach (1) a completed letter of permission from the landowner.	
☐ Same as Ap	oplicant		
Landowner Na	ame:	Phone:	
Mailing Addre	ess:		
Temporary U	se Permit being	requested (check one):	
		(e.g. fireworks, ice cream, Christmas trees, produce/wayside stands, and other seasonal goods)	
☐ Outdoor re		(e.g. flea markets, large yard sales and estate sales, "picker" events, etc.)	
☐ Special ev	vent (e.g. festiv	als, fairs, fireworks shows, horse and other animal shows, etc.)	
☐ Temporar	y housing (also c	omplete and submit the Temporary Housing Affidavit)	
☐ Permit ren	newal (temporary	/seasonal sales only; specify below)	
☐ Other tem	porary use (speci	fy below)	
Name/Descrip	tion of Use/Even	t:	
Address/Locat	ion of Use/Event	:	
Tax Parcel #: _	 	Size of Parcel:Zoning:	
Minimum sub	omittal requiren	nents:	
REQUIRED	This signed, co	mpleted application	
□	An Administrative Site Plan (required except for permit renewals; see page 2)		
\square \square N/A	A Zoning Perm	it Application for Signs (if a temporary sign is to be installed)	
□ □ N/A	An Authorized	Agent Affidavit (or other written permission if applicant is not the landowner)	
□ □ N/A	A VDOT Land	Use (Entrance) Permit (or other VDOT approval) for entrances onto state roads	
□ □ N/A	Permits from the	e Virginia Department of Health (e.g. a Temporary Food Establishment (TFE))	
□		isplay Permit from the County Administrator's Office	
\square \square \square \square \square \square /A	An Outdoor En	tertainment Permit from the County Administrator's Office	

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Temporary Use Permit - Administrative Site Plan (i.e. "sketch plan")

An Administrative Site Plan is required for all Temporary Use Permit a not need a new site plan unless the locations of any permitted structure be illustrated (i.e. hand-drawn) on a plat or current survey of the proper in the box below. If you opt to sketch below, you must include an actual	es or other items have changed. Plans may ty or, if desired, you may sketch your plan					
* If the plan is prepared separately, please write "see at	tached" in the space above. *					
All plans must show:	☐ Renewal permit; no plan required					
 □ Property lines and a north arrow for orientation purposes □ Adjoining roads and their names and route numbers (if applicable) 						
□ Proposed temporary structures (including trailers) and/or any existing structures to be utilized						
 □ Setback distances from adjacent property lines for any proposed temporary structures □ Points of access to the property and any proposed/existing parking areas (parking spaces must be shown) 						
☐ The location of any stream or waterbody within 100 feet of the proposed temporary use						
\square Outdoor seating areas, event/display areas, refuse disposal, and other related temporary facilities						

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Temporary Use Permit Requirements

General:

- If your application is approved, you will be contacted to pick up the approved permit and pay the required fee. The permit must be clearly posted on-site (not applicable for temporary housing).
- Temporary uses are only permitted in the Agricultural (A), Limited Commercial (C-1), General Commercial (C-2), and General Industrial (I-2) zoning districts. Temporary housing is only permitted in the Agricultural (A) zoning district.
- Reasonable conditions of approval may be set by the Zoning Administrator.
- Temporary uses, including any structures, must be at least 35' from the right-of-way of any public road, and/or at least 100' from the right-of-way of any primary highway (Route 3, Route 20, Route 231, US 15, US 33, and US 522). Temporary housing must adhere to the typical setback/yard requirements.
- Check with the Orange County Building Department for any applicable Building Permit requirements.
- The entrance and exit to the property must be clearly marked on-site (not applicable for temp. housing).

Temporary/seasonal sales:

- These permits are valid for 45-day periods and must be renewed. No Temporary Use Permit for temporary/seasonal sales may exceed a total of 6 months within a 12-month period.
- Structures for temporary/seasonal sales cannot exceed 500 square feet in size.

Outdoor retail sales events:

- Such events may be permitted once every weekend, including one 3-day event every 30 days.
- A Temporary Use Permit is only needed if the sales event is expected to attract 100 or more people at any given time.

Special events:

- A Temporary Use Permit is needed for all special events unless exempt under the following categories:
 - Those which are expected to attract fewer than 100 people at any given time.
 - O Those which are held on the grounds of a private residence and for which no compensation is received nor admission fees charged.
 - o Those hosted or sponsored by the County, schools, either town, or any other political subdivision of the Commonwealth of Virginia.
 - o Those which occur in facilities previously approved by the County as dedicated event facilities.
- Special events may be permitted on a given property no more than twice in a 6-month period, and for no more than 10 days at a time.
- Adequate provisions for off-street parking, security, safe access to/from the property, refuse disposal, and sanitary facilities are required.
- Special events must be kept at least 50 feet away from the property line of any adjacent residential use.
- Special event hours may not commence prior to 7:00 am and must conclude by midnight. This includes any necessary setup and/or knockdown of temporary facilities for the event.

Signature of applicant:	Date:	
	OFFICE USE ONLY	
Approved:	Zoning Administrator Date:	
Fee paid on:	Property subject to: ☐ Proffers ☐ SUP ☐ Other conditions ☐	N/A
Permit issued on:	Notes:	

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